



Job Description

DEPARTMENT OF EXPERIMENTAL PSYCHOLOGY

Job title	Research and Public Engagement Assistant (paid internship)
Division	Medical Sciences
Department	Department of Experimental Psychology
Location	Anna Watts Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 4.1: £22,017 pro rata (£14.79 per hour)
Hours	5 hours per week
Contract type	Casual (12 weeks)
Reporting to	Dr Alexandra Hendry
Additional information	<i>This role involves visiting infant and toddler groups in Oxford and the surrounding areas. These sessions last around 2 hours, and are held on week days, often in the morning. The remaining contracted hours can be fitted in flexibly to suit the applicant.</i>

Research topic	BabyLab on Tour Public Engagement Project
Principal Investigator / supervisor	Dr Alexandra Hendry
Project team	Attention, Brain & Cognitive Development Lab; Oxford BabyLab
Project web site	https://www.psy.ox.ac.uk/research/oxford-babylab https://www.psy.ox.ac.uk/research/attention-brain-and-cognitive-development-group
Funding partner	The funds supporting this research project are provided by the University of Oxford Public Engagement with Research Seed Fund
Recent publications	Hendry, A., Jones, E. J., & Charman, T. (2016). Executive function in the first three years of life: Precursors, predictors and patterns. <i>Developmental Review</i> , 42, 1-33.



The role

The post holder will be helping to run workshops at stay-and-play sessions for children under 3 and their parents or carers as part of the BabyLab on Tour public engagement project. Working closely with Dr Alexandra Hendry (the Project Lead), the successful applicant will liaise with session providers, engage parents in discussion around early cognitive development, demonstrate games, and collect and code behavioural data using a range of Executive Function tasks developed especially for infants aged 10 to 30 months. Training in each of these roles will be provided. Thus this role provides an opportunity to develop in-depth insights into early cognitive and behavioural development, as well as to gain experience in public engagement.

The post is ideally suited for applicants who are particularly interested in early cognitive development. Applicants with non-conventional education and career histories are welcomed. The role will involve working with families from diverse and/or socio-economically disadvantaged backgrounds, and we are particularly keen to receive applications from individuals with personal or professional experience of such communities.

The deadline for applications is midnight Thursday 28th February 2019. Interviews will take place in the week commencing 18 March 2019. The successful candidate is expected to start the position by 22 April 2019.

Further information about the project

Not all parents have the time or resources to take part in lab-based research, but we want to ensure that all families can benefit from it – this means sharing what we already know, what we are trying to find out, and how, with as many families from as wide a range of backgrounds as possible. That's why the BabyLab On Tour project will take our research on early development out of the University and into the community, by linking up with Stay-and-Play sessions around Oxford.

This first BabyLab On Tour pilot will be based on an ongoing study into Executive Functions. Executive Functions are skills that enable us to control our attention and behaviour in order to achieve a goal. Strong Executive Functions are linked to better performance at school and higher levels of health, wealth and happiness in later life. We will run a series of play-based workshops based around low-cost materials, featuring tips on how parents can support their child's Executive Function development. Parents will also be able to take part in a mini-study session where they will gain an insider view into the joys and challenges of infant research.

Responsibilities

Under supervision of the Project Lead, the post holder will:

- Liaise, over email and telephone, with providers of Stay and Play sessions (and equivalents) to arrange workshops and to collect feedback after the workshops
- Maintain a database of contact details for Stay and Play sessions (and equivalents) in Oxford and the surrounding areas
- Engage parents in discussion around early cognitive development, by presenting pre-prepared materials and demonstrating games that parents might like to play with their children
- Collect written consent from parents who wish to take part in data collection
- Collect behavioural data (after training) using a range of Executive Function tasks developed especially for infants aged 10 to 30 months

- Code video recordings of data collection sessions using a pre-defined coding scheme
- Collect and input feedback from parents attending the workshops, and present this data for discussion
- Protect and back up data adequately
- Undertake such other duties as may be required from time to time that are commensurate with the grade and responsibilities of this post

Additional security pre-employment checks

This job includes the following duties which will require additional security pre-employment checks:

- Work with children: A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children.

Essential selection criteria

- Educated to at least GCSE or equivalent in Math, English and a Science subject.
- Keen interest in developmental psychology
- Experience in, or transferable skills relevant to, public engagement in science
- An understanding of the additional day-to-day challenges faced by families from socio-economically disadvantaged backgrounds, and an interest in work addressing these challenges
- Ability to manage a large amount of data, including personal data, responsibly and securely
- Excellent interpersonal skills, including the ability to put parents and children at ease, and to respond sensitively to verbal and non-verbal cues from infants and their parents.
- Excellent communication (both verbal and written) skills, including the ability to communicate effectively with team members and session leaders, in person and over the phone and email.
- Excellent organisational skills, timekeeping and attention to detail.
- Ability to, under supervision, acquire skills in infant research including task administration and behavioural coding
- Ability to work independently when required, to problem-solve and show resilience in the face of set-backs
- Ability to work as part of a team, in a professional, friendly and supportive manner

Desirable selection criteria

- Experience working with young children and their families.
- Experience communicating complex issues in a clear and audience-appropriate manner
- Demonstrated interest in the development of executive functions.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Department of Experimental Psychology

The Department of Experimental Psychology at Oxford was founded in 1898 and has a long and prestigious history and is fortunate to be home to a number of current world-leading research groups, and continues to be among the top-ranked Psychology departments worldwide.

In the 2014 Research Excellence Framework (REF) Exercise the Psychology, Neuroscience and Psychiatry REF submission from Oxford was ranked as first in the UK. Departmental turnover for 16/17 was in excess of £16.5 million. Research in the Department is organised into 4 research groupings: Behavioural Neuroscience / Cognitive Neuroscience / Developmental Psychology / Social Psychology & Psychological Disorders.

In 2011 and 2012 two new clinical research centres were created – the Oxford Centre for Anxiety Disorders and Trauma (OXCADAT) and the Oxford Cognitive Neuropsychology Centre (CNC) providing facilities for assessment and treatment of patients in conjunction with multimodal brain imaging. The work at the Centres is supported by the Oxford Health and Oxford NIHR Biomedical Research Centres.

Our research benefits from strong links with other University departments and institutes. Some researchers are partly based at the Nuffield Department of Clinical Neurology and in the Oxford Centre for Functional MRI of the Brain (fMRI), a world-leading brain imaging Centre with access to 3T and 7T MRI facilities. EP is also closely linked to the Department of Psychiatry, which provides access to clinical populations, and also houses the Oxford Centre for Human Brain Activity (OHBA), which provides access to facilities for Magnetoencephalographic (MEG) recordings.

The Department has a wide portfolio of research grants from UK and international charities, Research Councils and government organizations, the EU Scientific Programme, NIHR, and

industrial sources. Much of the work is collaborative with other Departments and often includes work in hospitals, schools and industrial settings both locally and further afield.

Through both the University and Colleges, Oxford places a high priority on teaching quality, recognised by the award of 24 points (the maximum possible) to Psychology in the Quality Assurance Agency's Subject Review in 2000, and was specifically sampled with positive reviews in the QAA Institutional audit of Oxford's teaching provision in 2004.

(QAA report for 2000: http://www.qaa.ac.uk/reviews/reports/subjectLevel/q313_00.pdf, QAA report for 2004: http://www.qaa.ac.uk/reviews/reports/institutional/Oxford04/RG052_Oxford.pdf).

At the undergraduate level students at Oxford study Psychology, Neuroscience, Philosophy, Statistics, and related topics via small-group tutorials and lectures given by the senior academic staff. As well as studying for examinations, students complete laboratory work and a research project as part of the course. Both EP and PPL courses are accredited by the British Psychological Society (BPS) and many students go on to careers in research or clinical practice. The Department also hosts two Masters level courses: MSc in Psychological Research and MSc in Neuroscience.

For more information please visit: <http://www.psy.ox.ac.uk>.

The Department of Experimental Psychology is strongly committed to equality and valuing diversity and we operate a flexible working policy for all staff. The Department holds a departmental **Silver** Athena award to recognise advancement of gender equality: representation, progression and success for all.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, please email a CV and a supporting statement to Alexandra Hendry alexandra.hendry@psy.ox.ac.uk. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midnight** on the closing date stated in the online advertisement.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy

on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.